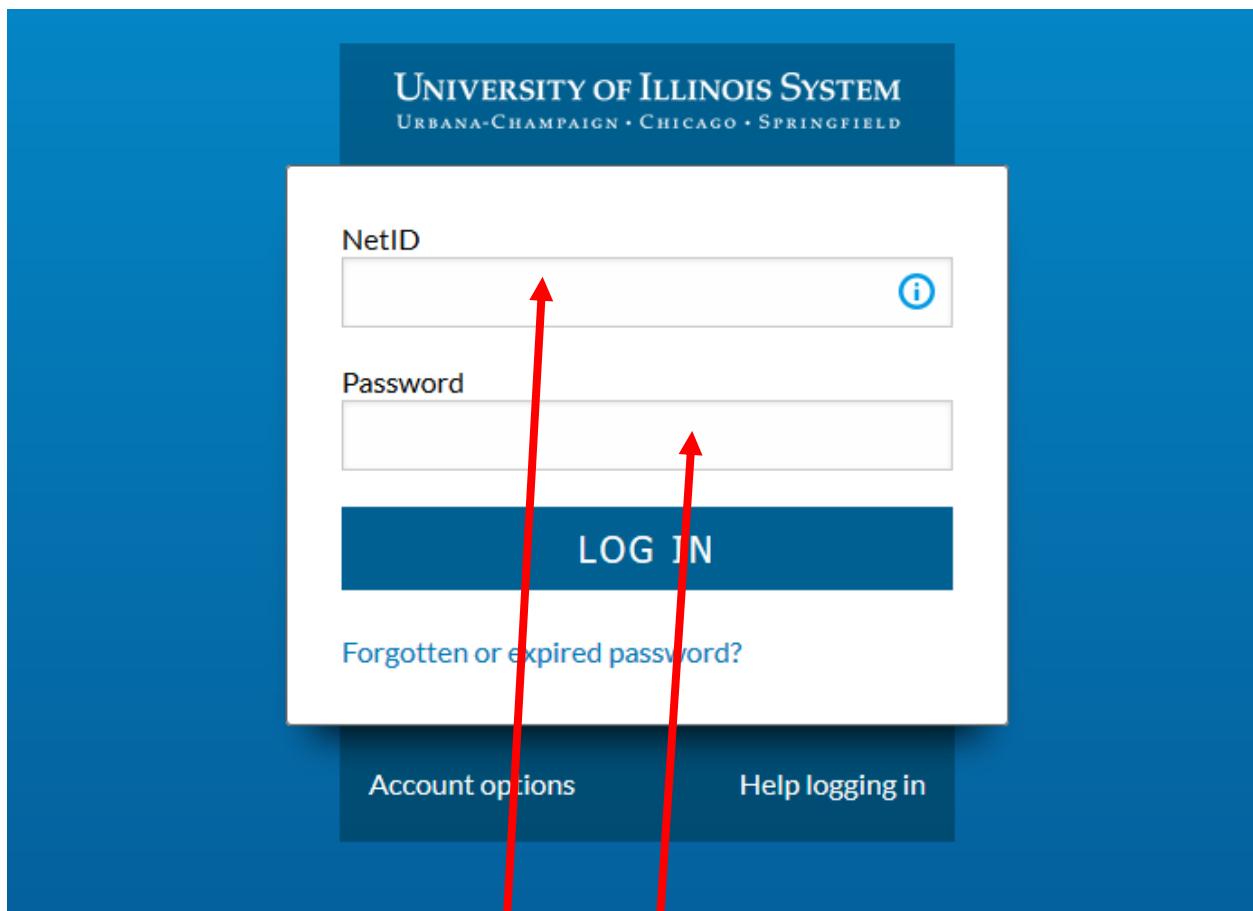


Banner 9 Advisor Assignment

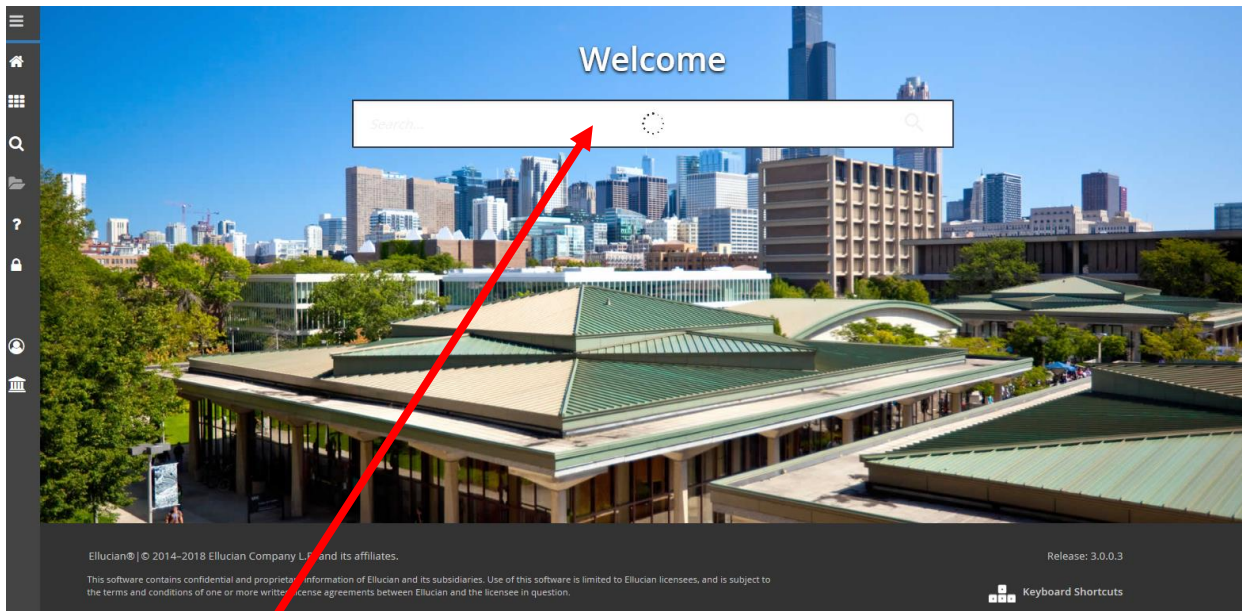
This document will cover updating advisors on SGAADVR in Banner 9.



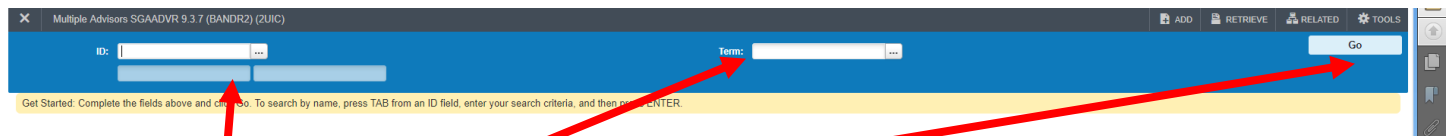
1. Log into Banner by entering in your NetID and Password:



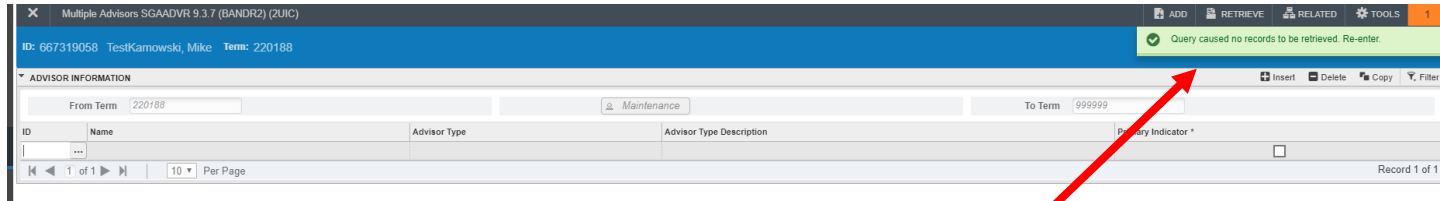
The landing page will display



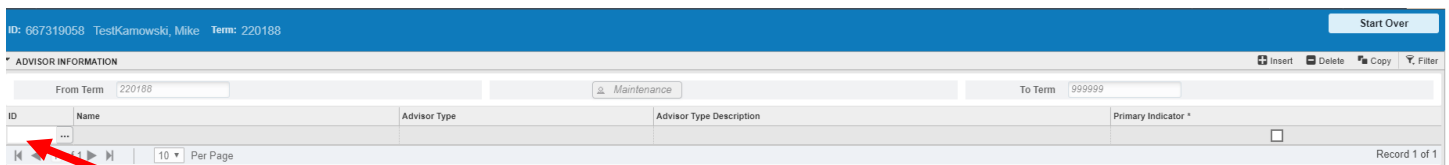
2. Enter SGAADVR in the Search box under Welcome.



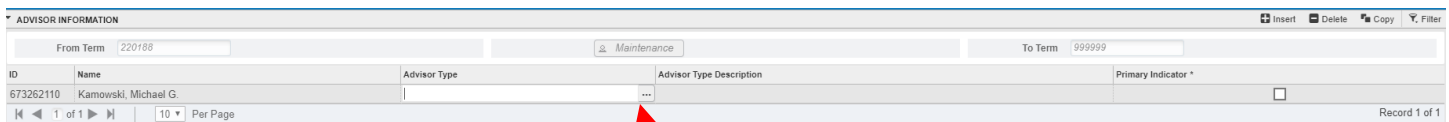
3. Enter the UIN and Term and Click Go



4. If there are no records then the message “Query caused no records to be retrieved. Re-enter” will appear in the notification center.



5. Enter the UN of the Advisor to assign to the student.



6. Tab and Enter the Advisor type or click on select (...) to select from a list

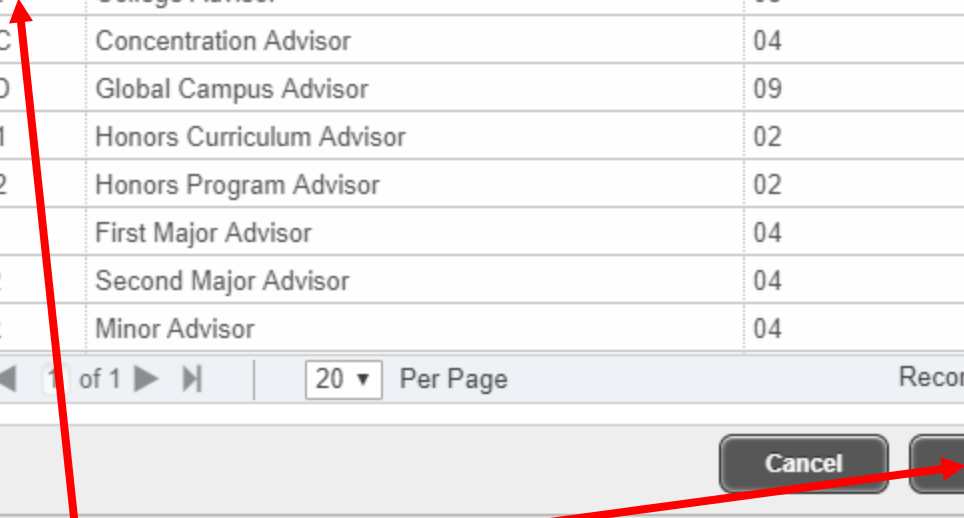
Advisor Type Validation (STVADVR) ✕

Criteria

Code	Description	ACTIVITY DATE
ATHL	Athletics Advisor	10
CERT	Certificate Advisor	04
COLL	College Advisor	03
CONC	Concentration Advisor	04
GCAD	Global Campus Advisor	09
HON1	Honors Curriculum Advisor	02
HON2	Honors Program Advisor	02
MAJ1	First Major Advisor	04
MAJ2	Second Major Advisor	04
MINR	Minor Advisor	04

Navigation: ⏪ ⏩ 1 of 1 ⏪ ⏩ | 20 Per Page | Record 1 of 11

Cancel OK



7. Select the type and click OK.



Multiple Advisors SGAADVR 9.3.7 (BANDR2) (2UIC) ADD RETRIEVE RELATED TOOLS

ID: 667319058 TestKamowski, Mike Term: 220188 Start Over

ADVISOR INFORMATION

From Term: 220188 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
673262110	Kamowski, Michael G.	COLL	College Advisor	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 1

SAVE

8. Check the Primary check box if this is the primary advisor and click "Save".

ID: 667319058 TestKamowski, Mike Term: 220188 Saved successfully (1 rows saved)

ADVISOR INFORMATION

From Term: 220188 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
673262110	Kamowski, Michael G.	COLL	College Advisor	<input checked="" type="checkbox"/>

1 of 1 Per Page Record 1 of 1

9. If saved correctly, a green message will appear in the notification.



End an Advisor

Multiple Advisors SGAADVR 9.3.7 (BANDR2) (ZUIC)

ID: Term:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

1. Enter the UIN and the term that you want to end the advisor assignment and Click Go

Multiple Advisors SGAADVR 9.3.7 (BANDR2) (ZUIC)

ID: 667319058 TestKamowski, Mike Term: 220191

From term not equal to key block term. Press DUPREC to update.

ADVISOR INFORMATION

From Term: 220198 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
673262110	Kamowski, Michael G.	COLL	College Advisor	<input checked="" type="checkbox"/>

Record 1 of 1

2. The message "From term not equal to key block term. Press DUPREC to update" Click on Maintenance to end the term.

ADVISOR INFORMATION

From Term: 220188 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
673262110	Kamowski, Michael G.	COLL	College Advisor	<input checked="" type="checkbox"/>

Record 1 of 1

Option List

[Copy Advisor](#)

[End Advisor](#)

3. Click on "End Advisor" to end the record for this term



ID: 667319058 TestKamowski, Mike Term: 220191 Start Over

ADVISOR INFORMATION Insert Delete Copy Filter

From Term: 220188 Maintenance To Term: 220191

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
673262110	Kamowski, Michael G.	COLL	College Advisor	<input checked="" type="checkbox"/>

1 of 1 Page 10 Record 1 of 1

SAVE

4. Note the advisor From and To Terms. Click "Save"